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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Transactional Costs

DDA SUBJECT FILE COPY

DDA/REG
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FROM:

EXA/DDA
7D24 Hqs

EXTENSION

NO.

DDA 89-0480

DATE

23 March 1989

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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The next meeting of the Transactional Cost will be held on Monday, 17 April from 0900-1100 in the DDA Conference Room, 7D32 OHB.

DDA REGISTRY

FILE: 100-751-33

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Distribution:

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~~CONFIDENTIAL~~DDA 89-0480
23 March 1989

MEMORANDUM FOR: See Distribution

FROM:

Executive Assistant to the DDA

SUBJECT: Transactional Cost Task Force

1. The next meeting will be 17 April from 0900-1100 in 7D32 OHB. You are reminded to submit your rankings for the Service Directory options, discussed at the 14 March meeting, to me by 28 March. I will complete them and send the results to you for your review prior to the 17 April meeting. Attachment A is a revised list of the Transactional Cost items left to be completed. We will discuss the status of these items. Attachment B is the revised and updated list of the Delegations of Authority. We will again discuss the status of these items. Attachment C is the proposed agenda.

2. I have met with OGC on the general issue of wet signatures versus forms automation. They were interested in the concept and readily saw how some resolution of this conundrum would positively impact on transactional costs. They are going to take a general look at the issue and plan to attend the 17 April meeting. Please be prepared to discuss some of the examples brought up at the last meeting, i.e. 73s, 136s, PHSS, ELECTAS, Foreign Personal Travel, etc., as they specifically relate to the issue of wet signatures versus automated forms. I also contacted the Information Security Group, OS, regarding electronic verification techniques, i.e., retina scan, thumb print, etc. They will also attend the meeting.

3. I have advised the DDA that our final report will be due in May. He is pleased with our progress to date. He has requested that our final report contain a highlights section to cover the most significant transactional costs savings items

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completed by the task force. Please review the reports of the task force and select those items you feel have or will have the most impact and provide a short statement describing the savings.

4. Look forward to seeing you then.

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Attachment

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cc: [redacted] OGC

[redacted] OS/PTS/ISG

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AGENDA FOR TRANSACTIONAL COST

17 APRIL 1989

0900, 7D32 OHB

1. Wet Signatures versus Forms

Guests/attendees for this portion of the meeting will be from OGC and OS Information Security Group

2. Services Directory

3. Final Transactional Cost Items

4. Highlights of Transactional Cost Task Force Effort

5. Delegations of Authority Update

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